



This job aid provides information for agency accounting staff who will add lease and receivable lease amendments.

Overview .....	1
Lease Amendment .....	2
Receivable Lease Amendment.....	4
Update Other Related Information .....	6
Attach Copy of Amendment Document.....	7

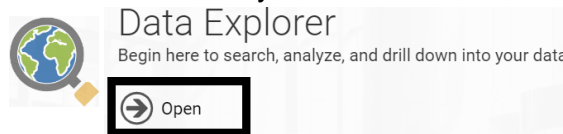
## Overview

Step	Action	Additional Information
1	Add amendment	Add amendment for lease or receivable lease.
2	Update other related information	Use the advanced edit mode to update other related information if needed for the amended lease or receivable lease terms.
3	Attach copy of amendment	Use the documents option to attach a copy of the amendment.
<p>Amendments provide a way to document specific changes for an existing contract. For example, common amendment types include lease extension, change square footage, change rental rate, add or delete lease options, etc.</p> <ul style="list-style-type: none"><li>✓ Depending on the type of amendment, you might need to make additional updates based on the changes for the lease or receivable lease. If needed, you can update the <a href="#">other related information</a> when you add the amendment. For example, you might need to update information for payments or options.</li><li>✓ Accounting users can also add lease and receivable lease amendments when using the business process wizards for lease review or receivable review.</li></ul>		

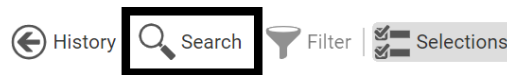
### Lease Amendment

Use the search option to find the lease contract so that you can add the amendment.

**1. Select:** Open.



**2. Select:** Search.



**3. Select:** Filter by.

**4. Select:** Other asset lease contracts.

**5. Select:** Refine by.

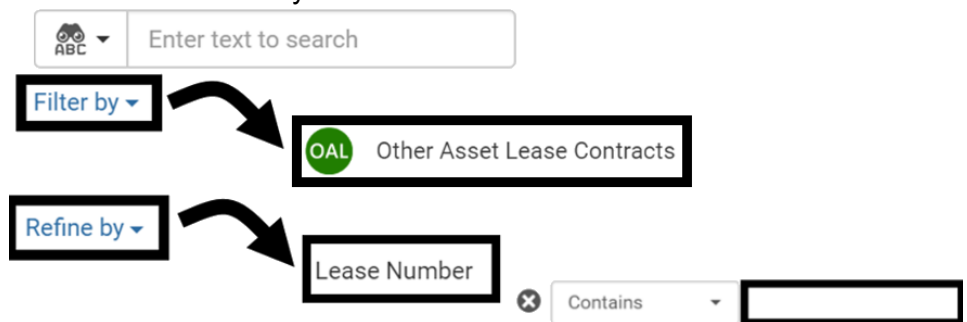
**6. Select:** Lease number.

→ FPMT will display additional options.

**7. Input:** Search criteria.

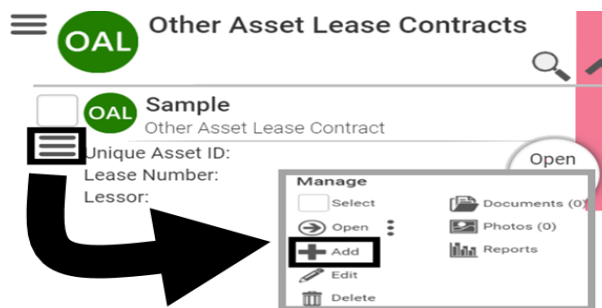
**8. Select:** Search.

In this example, we use search tools to filter by other asset lease contracts and refine by lease number.



**9. Select:** Menu.

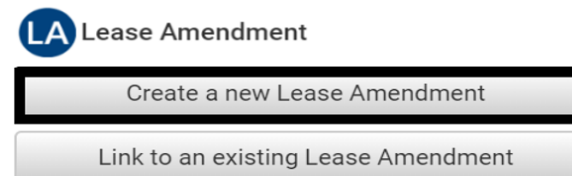
**10. Select:** Add.



**11. Select:** Lease amendment.



**12. Select:** Create a new lease amendment.



**13. Input: Name.**

→ Use the amendment type and amendment number for the name.

→ Lease amendment properties includes several optional fields. For example, description is optional.

☒ Advanced Mode

← 🗑️ Lease Amendment Properties
⬆

Name

Description

**14. Input: Amendment number.**

→ Use sequential numbers for amendments in the order they were executed (1, 2, 3, etc.).

**15. Select: Amendment type.**

Amendment Number

Amendment Type

**16. Input: Amendment description.**

→ Provide brief description of what has changed in the lease.

Amendment Description

**17. Input: Amendment effective date.**

**18. Input: Amendment execution date.**

**19. Select: Lease amendment status.**

→ Status should be active when adding new amendments.

→ Comments are optional.

Amendment Effective Date

Amendment Execution Date

Lease Amendment Status

Comment

**20. Select: Save and close.**

→ You can update [other related information](#) before you select save and close.

← 🗑️ Other Asset Lease Contract To Lease Amendment Link Properties
⬇

← Other Asset Lease Contract Properties
⬇

SAVE AND CLOSE
Cancel

→ In this example, we can select the lease payments or other asset lease contract properties to update other related information before we save and close.

☰ **LP** Lease Payments

☐ **LP** Sample Lease Payment

Lease Number:

Payment Series Number:

Payment Frequency:

Edit

← 🗑️ Other Asset Lease Contract To Lease Amendment Link Properties
⬇

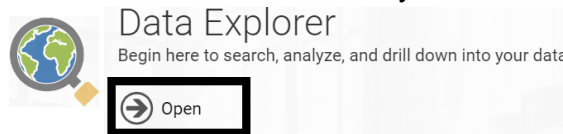
← Other Asset Lease Contract Properties
⬇

SAVE AND CLOSE
Cancel

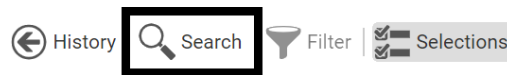
### Receivable Lease Amendment

Use the search option to find the receivable lease contract so that you can add the amendment.

**1. Select:** Open.



**2. Select:** Search.



**3. Select:** Filter by.

**4. Select:** Other asset receivable contracts.

**5. Select:** Refine by.

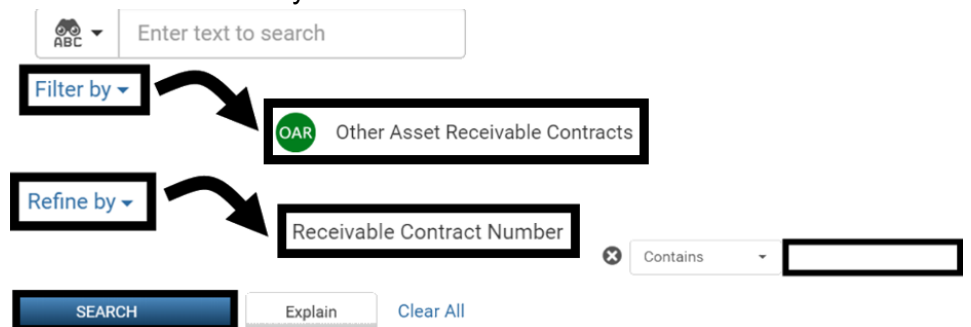
**6. Select:** Receivable contract number.

→ FPMT will display additional options.

**7. Input:** Search criteria.

**8. Select:** Search.

In this example, we use search tools to filter by other asset receivable contracts and refine by receivable contract number.



**9. Select:** Menu.

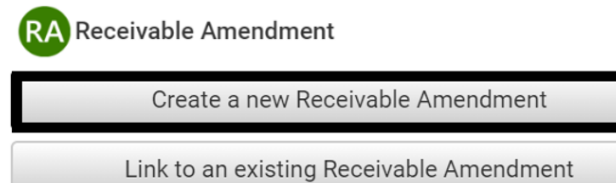
**10. Select:** Add.



**11. Select:** Receivable amendment.



**12. Select:** Create a new receivable lease amendment.



**13. Input: Name.**

→ Use the amendment type and amendment number for the name.

→ Receivable amendment properties includes several optional fields. For example, description is optional.

**14. Input: Amendment number.**

→ Use sequential numbers for amendments in the order they were executed (1, 2, 3, etc.).

**15. Select: Amendment type.**

**16. Input: Amendment description.**

→ Provide brief description of what has changed in the lease.

**17. Input: Amendment effective date.**

**18. Input: Amendment execution date.**

**19. Select: Receivable amendment status.**

→ Status should be active when adding new amendments.

→ Comments are optional.

**20. Select: Save and close.**

→ You can update [other related information](#) before you select save and close.

☒ Advanced Mode

← **Receivable Amendment Properties** ↑

Name

Description

Amendment Number

Amendment Type

Amendment Description

Amendment Effective Date

Amendment Execution Date

Receivable Amendment Status

Comment

← **Other Asset Receivable Contract To Receivable Amendment Link Properties** ▼

← **Other Asset Receivable Contract Properties** ▼

**SAVE AND CLOSE**

Cancel

→ In this example, we can select the receivable payments or other asset receivable contract properties to update other related information before we select save and close.

☰ **RP** Receivable Payments

☐ **RP** Sample  
Receivable Payment

Receivable Contract Number:  
Payment Series Number:  
Payment Frequency:

**Edit**

← **Other Asset Receivable Contract To Receivable Amendment Link Properties** ▼

← **Other Asset Receivable Contract Properties** ▼

**SAVE AND CLOSE**

Cancel

## Update Other Related Information

Amendments provide a way to document specific changes for an existing contract.

- ✓ Depending on the type of amendment, you might need to make additional updates based on the changes for the lease or receivable lease. You can use the advanced edit mode to update other related information if needed for the amended lease or receivable lease terms.

☒ Advanced Mode

☒ Advanced Mode

←
↑
🗑
Lease Amendment Properties

←
↑
🗑
Receivable Amendment Properties

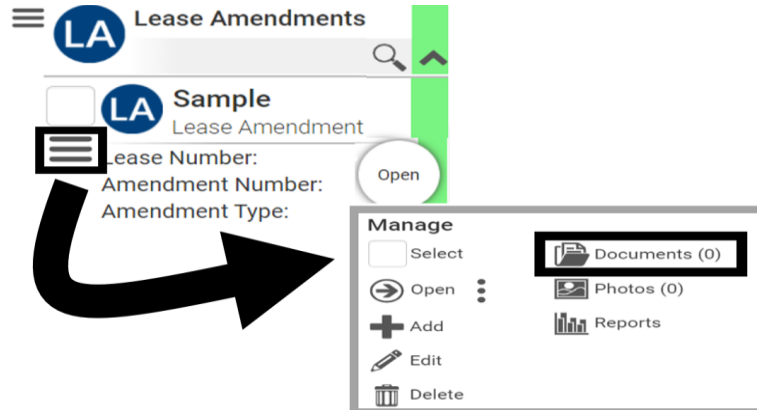
Amendment Type	Lease Tables	Data Field/Action
Lease Extension	Lease/Receivable Lease Contract Lease/Receivable Lease Payment	Lease End Date (update) Payment End Date (update)
Square Feet & Rent Change	Lease/Receivable Lease Contract Space(s) Lease/Receivable Lease Payment (existing) Lease/Receivable Lease Payment (new)	Lease Square Feet (update) Square Feet (update) Lease Payment Status (inactive) New Lease Payment (add)
Square Feet Change	Lease/Receivable Lease Contract Space(s)	Lease Square Feet (update) Square Feet (update)
Rent Rate Change	Lease/Receivable Lease Payment (existing) Lease/Receivable Lease Payment (new)	Lease Payment Status (inactive) New Lease Payment (add)
Add Option(s)	Lease/Receivable Lease Option (new)	New Lease Option (add)
Delete Option(s)	Lease/Receivable Lease Option (existing)	Lease Option Status (inactive)
Amend Legal Description	None	None
Revise Parking	Lease/Receivable Lease Contract	Parking Included in Lease (update) Parking Stall Count (update)
Ownership Change	Lease/Receivable Lease Contract	Lessor Name (update)
Revise Other Costs	Operating Costs	Applicable Annual Costs (update)
Other Change in Lease Term	Lease/Receivable Lease Contract Lease/Receivable Lease Payment	Lease End Date (update) Payment End Date (update)
Asset Impairment	Lease/Receivable Lease Contract Lease/Receivable Lease Payment	Lease End Date (update) Payment End Date (update)

## Attach Copy of Amendment Document

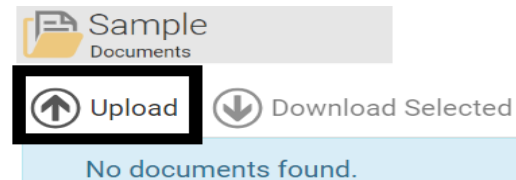
Use the documents option to attach a copy of the amendment.

1. **Select:** Menu.
  2. **Select:** Documents.
- FPMT uses standard tools to upload and manage documents.

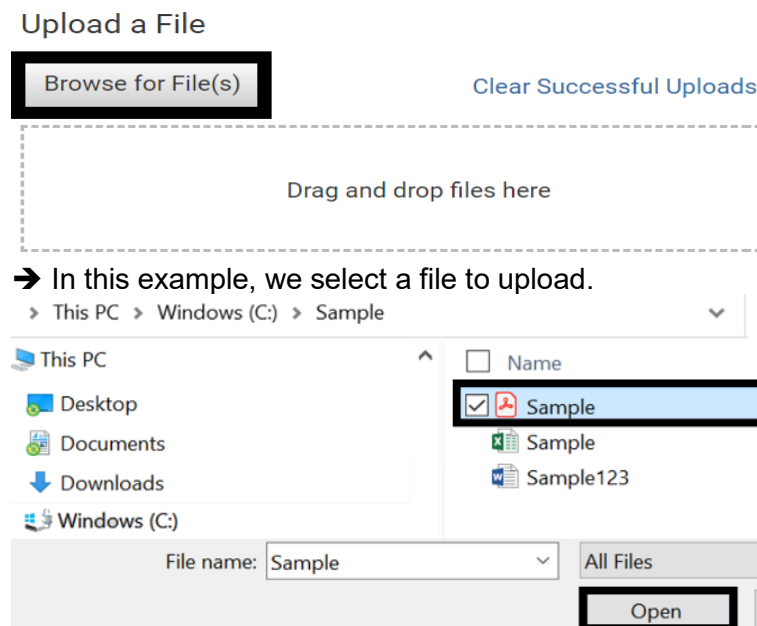
In this example, we select documents from the lease amendment menu.



3. **Select:** Upload.



4. **Select:** Browse for files.
- FPMT uses standard options to browse, select, and upload files. You can also drag and drop files.



→ In this example, we select a file to upload.

5. **Select:** Close.

